

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
SECRETARY 1**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list and lateral transfers
Location: Training Center, Newington, CT
Job Posting No: 28756
Hours: 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)
Salary: CL 14: \$42,684.00 to \$56,009.00 annual
Closing Date: July 13, 2015

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties: Responsibilities include, but are not limited to: tracking and scheduling training; preparing purchase requisitions and ordering supplies; copying, scanning and filing documents and reports; classroom preparation; handling phone calls; processing tuition reimbursement and training class applications.

Preferred Experience: Proficient use of Microsoft Outlook, Word, Excel, PowerPoint, CORE, and Internet Explorer; very strong interpersonal and customer service skills; strong organizational skills; communicates effectively, both verbally and in writing; multi-tasking ability, strong work ethic and professionalism.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill Secretary 1 positions in the Commissioner's Office within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume and Application for Employment (CT-HR-12). State employees must submit copies of their last two (2) service ratings by July 13, 2015 to:

Mr. David Maher
Training Center
CT Department of Transportation
2780 Berlin Turnpike
Newington, CT 06131
Fax: 860-594-3611
Email: david.maher@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

